

Guidelines for Evaluating Experience and Education for Kansas Broker's License

July 14, 2005

Proof of experience in real estate or a related business, or a combination of such experience and education, *may be accepted if the Commission believes it qualifies* the applicant to perform broker level services. Experience will be evaluated on a case-by-case basis. Primary emphasis will be placed on transaction experience.

A. Transaction Experience

Real estate transaction experience required to be considered "actively engaged" in the real estate business as defined by K.S.A. 58-3039(c)(1):

1. **A minimum of 8-10** closed residential or agricultural transactions per year over any two-year period during the past five years.
2. **A minimum of 8-10** closed commercial sales or leases per year over any two-year period during the past five years. The Commission may consider a fewer number of commercial transactions depending on the size and complexity of the transaction.

B. Related Business Experience

Pursuant to K.S.A. 58-3039(d), one, or a combination, of the following real estate or closely related business experience during the past five years may qualify as a substitute for up to one year of the two years of active real estate experience required by K.S.A. 58-3039(c)(1):

1. Having performed a substantial number of real estate closings for a title company, escrow company, real estate company or a lender.
2. Having performed substantial activities as a real estate appraiser.
3. Having performed substantial activities defined in K.S.A. 58-3035(f) as an officer or principal in a real estate development or construction business or having performed such activities in any other capacity where such activities were exempt from licensure requirements in Kansas or another jurisdiction. Applicant must demonstrate that he or she was personally and actively engaged in such activities.
4. Having performed substantial activities related to real estate transactions as an officer in a bank, savings association, mortgage company, title company or escrow company. Applicant must demonstrate that he or she was personally and actively engaged in such activities.
5. Having been a practicing attorney. The attorney must demonstrate that his or her experience involved a substantial amount of real estate matters

C. Brokerage and Office Management Experience

Pursuant to K.S.A. 58-3039(d), one, or a combination, of the following real estate or closely related business experience during the past five years may qualify as a substitute for up to two years of active real estate experience required by K.S.A. 58-3039(c)(1):

1. At least two years of experience as an office manager in a real estate brokerage if duties included extensive activity in the recruiting and training of other agents and oversight of transaction files for compliance purposes.
2. At least two years of experience functioning as the supervising broker of a real estate brokerage located in another jurisdiction if the applicant's responsibilities included recruiting and training of affiliated agents, supervision of affiliated agents and oversight of transaction files for compliance purposes.

D. Real Estate Designations

Pursuant to K.S.A. 58-3039(d), one, or a combination, of the following real estate designations currently held by the applicant may qualify as a substitute for up to two years of the active real estate experience required by K.S.A. 58-3039(c)(1): (Attach a copy of membership card or designation certificate.)

ABRM	Accredited Buyer Rep. Mgr.
ALC	Accredited Land Consultant
CCIM	Certified Commercial Investment Member
CPM	Certified Property Manager
CRB	Council of Real Estate Brokerage Managers
CRE	Counselors of Real Estate
SIOR	Society of Industrial and Office Realtors

Pursuant to K.S.A. 58-3039(d), the following designation currently held by the applicant may qualify as a substitute for up to one year of the active real estate experience required by K.S.A. 58-3039(c)(1): (Attach a copy of membership card or designation certificate.)

CRS	Certified Residential Specialist
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E. Real Estate Education

Pursuant to K.S.A. 58-3039(d), one, or a combination, of the following real estate education courses may qualify as a substitute for up to three months of the two years of active real estate experience required by K.S.A. 58-3039(c)(1):

1. Having a degree with a major or minor in real estate from an accredited university.
2. Having one of the following designations: (Attach a copy of membership card or designation certificate.)

ABR	Accredited Buyer Representative
CIPS	Certified International Property Specialist
GRI	Graduate, Realtor Institute